## Appointment

From: Cacho, Julia [Cacho.Julia@epa.gov]

**Sent**: 12/30/2019 9:33:53 PM

To: Cacho, Julia [Cacho.Julia@epa.gov]; Singletary, DeAndre [Singletary.DeAndre@epa.gov]; Gulliford, Jim

[gulliford.jim@epa.gov]; Chu, Ed [Chu.Ed@epa.gov]

**CC**: Smith, John [Smith.John@epa.gov]

Subject: Bi-Weekly Discussion - LCARD

Attachments: Untitled Attachment; Untitled Attachment; Bi-Weekly Discussion - LCRD; Bi-Weekly Discussion - LCRD; Untitled

Attachment; Untitled Attachment; Bi-Weekly Discussion - LCRD; Bi-Weekly Discussion - LCRD; Untitled Attachment; Bi-Weekly Discussion - LCRD; Bi-Weekly Discussion

Canceled: Bi-Weekly Discussion - LCRD; Bi-Weekly Discussion - LCRD

Location: R7-RO2.B-C32-65/R7-RO

**Start**: 1/9/2020 3:00:00 PM **End**: 1/9/2020 3:30:00 PM

Show Time As: Busy

Recurrence: Weekly

every 2 week(s) on Thursday from 9:00 AM to 9:30 AM

Required

Cacho, Julia; Singletary, DeAndre; Gulliford, Jim; Chu, Ed

Attendees:

Optional Smith, John

Attendees:

Deputies are welcome to attend.

## Bi-Weeklies - Standard Discussion Topics

- 1. What are your Division's top priorities for the next 2-4 weeks and what are their current status/milestones?
- 2. Are there any projects/sites/issues that have new risks or challenges?
- 3. Is there anywhere we are falling behind regionally or nationally (e.g. timelines, milestones, programmatic targets, or national competitions)?
- 4. What issues/andons are you seeing from your Division's ELMS visual management tools and what is your strategy for addressing them?

## Here is the direct link to the tracker itself:

https://usepa.sharepoint.com/sites/R7\_Work/seniorstaff/Other%20Documents/Forms/AllItems.aspx